

Self Service ‘My Biz’ Module I, Chapter 4 Employment Verification

Introduction

Self Service Employment Verification provides employees the ability to log into ‘My Biz’ and submit employee information to an external organization (business, bank) directly from DCPDS. This information is sent in an email via a secure internet connection.

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NAVIGATION

From the Navigation page, select My Biz and Employment Verification

Tip: Review your personal information (e.g., name, job, employment status and salary) under My Information, General Information before you begin.

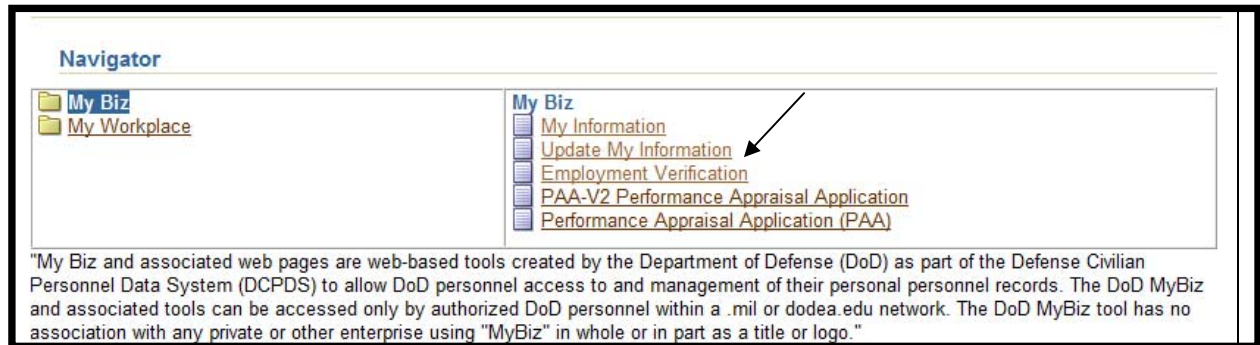


Figure 1

EMPLOYMENT VERIFICATION Page

The employment data elements show the same information viewable in My Biz, under My Information which can be reviewed prior to sending the employment verification.

There are two selections under **Details to Share** – Employment Information and Employment and Salary Information.

Employment Information sends name, current date, job, organization, last 4 of social security number (SSN), employment status, start dates, and rate of pay.

Employment and Salary Information sends the same employment information, plus total salary.



Important: Employment and/or Salary Information will not be visible on this page, however, will be included in the email.

Figure 2

Recipient Information allows email address to be entered in the “To” field and one address to be entered in the courtesy copy (“CC”) field.

- 1) “To” field: Input the email address of one recipient. The system will only accept one email address in the “To” field. If you need to send notices to multiple recipients, it is recommended that you send separate notices.
- 2) Courtesy Copy “CC” field: Input your work email address where you want to receive a copy of the Employment Verification information sent. This field will be auto-populated with your work email address if you previously updated your work email address in My Biz, (under update My Information).

Both the “To” and “CC” fields must contain valid email addresses. Send separate notices if you need to send Employment Verification notices to multiple recipients.

TIP: Always send a copy to your work email address – you will receive the exact same email the external organization will receive - with a date/time stamp, the email addresses sent and the employment information sent.

Select Continue to acknowledge and submit.

The cancel button returns to the My Biz home page and no employment verification information is sent.

Employment Verification

Employee Name
Employee Number

Employment Verification releases employment information and, optionally, salary information to an external organization or person.

Select the 'Details to Share' and enter the 'Recipients' email address.

Important!
To receive a confirmation copy of the Employment Verification information forwarded ensure a valid work email address is listed in the 'CC' email field below.

• Indicates required field

Details to Share

☐ Employment Information
☒ Employment and Salary Information

Related Information

Employment Information : Releases personal, assignment and period of service details.
Employment and Salary Information : Releases personal, assignment, period of service and salary details

Recipient Information

• To Bank Name@loan.com
user@host.domain
• CC Confirmation Receipt@randolph.af.mil
user@host.domain
Note: Enter your valid work email address to receive a copy of the Employment Verification information sent.

Figure 3

EMPLOYMENT VERIFICATION – ACKNOWLEDGE AND SUBMIT Page

Recipient Information – displays the exact email addresses to where the employment information will be emailed. The “To” and/or “CC” field(s) will be blank if more than one e-mail address was entered on the previous page. Click BACK to return to the previous page to delete extra e-mail addresses and update email information.

Employment and Salary - The employment data elements show the same information viewable in My Biz, under My Information which can be reviewed prior to sending the employment verification.



Important: The salary does not display on the Acknowledge and Submit page, however salary information will display in the email. To review your total salary prior to submitting, return to the Navigation page and select My Information, then Salary Tab.

The BACK button can be used to return to the previous screen. The CANCEL button returns you to the Navigation page.

Select ACKNOWLEDGE AND SUBMIT button to continue.

Figure 4

WARNING page

The WARNING page shows the email addresses that will receive the employment verification information.

As the Disclaimer states it is the employee's responsibility to ensure the emailed recipients receive the Employment Verification.

Select YES to receive a confirmation notice or NO to take you back to the previous page.

Figure 5

CONFIRMATION page

The Confirmation page shows the email address to which the employment verification information was sent. Check your email for the "CC" email copy. Select 'Return to Home' to return to the Navigation page.

Figure 6

Email Receipt

An example of an Employment Verification system generated email is included below.

Notes:

1. The reference number referred to in the email is not for employee use, but rather the number used by the system to count the number of employees using Employment Verification.
2. Due to military system security measures, employees version of email may contain special characters (!, % , & , etc...). These characters will not prevent emails from being sent to external organization and in addition will not display in recipients email.

-----Original Message-----

From: HR Employment Verification System [mailto:mybiz_myworkplace@dcpds.cpms.osd.mil]

Sent: Wednesday, September 29, 2010 9:31 AM

To: first.last@us.army.mil

Cc: first.last@us.army.mil

Subject: Employment Verification

** This message is generated from an automated system. Please do not reply to this message! **

Employment and Salary Information

The following information is provided in response to your request for an Employment and Income Verification.

Employee Name:

Information Current as of: 29-Sep-2010

Employer: Space and Naval Warfare Systems Command

Headquarters Address:

FLEET ENGINEERING DEPARTMENT RF SYSTEMS FLEET ENGINEERING
DIVISION

EHF SATCOM BRANCH

SPAWARSYSCEN SAN DIEGO CA 92152

Division/Location: NVNV

Social Security Number: NNNN

(last 4-digits only):

Employment Status: Active

Most Recent Start Date: 17-Jun-2002

Original Hire Date: 17-Jun-2002

Total Time With Employer: 8 years 3 months 12 days

Job Title: ADMINISTRATIVE SPECIALIST

Rate of Pay: Annually

Average hours Per Pay Period: 80

Employment Verification

Base Pay: 50871.00!
Other Income: 0.00
Total Pay: 50871.00

Overtime: 0.00
Commission: 0.00
Bonuses: 0.00

Reference Number: 39461_20100929093038
Emailed To: first.last@us.army.mil

To submit Employment Verification comments and/or suggestions via the Self Service interactive customer evaluation (ICE) tool, log into My Biz and select the ICE MyBiz link.